



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 22.5

Subject: Rules and Regulations for Youth Working in Youth Development Center Food Service Areas

Supersedes: DCS 22.5, 09/01/97 **Local Policy:** No
Local Procedures: No
Training Required: No
Applicable Practice Model Standard(s): No

Approved by:

Effective date: 09/01/97

Revision date: 08/01/05

Application

To All Department of Children's Services Youth Development Center Superintendents, Food Service Managers, Food Service Employees (Not Applicable to DCS Group Home Employees)

Authority: TCA 37-5-106 ; 50-5-101 et seq.

Policy

The Department of Children's Services shall establish and maintain standards to ensure safe and fair use of youth working in food service positions in Youth Development Centers according to *Tennessee Code Annotated, 50-5-101 et seq., Child Labor Laws*.

Procedures

A. Schedule

The number of youth assigned to a Youth Development Center food service department must be based on a schedule developed by the food service manager and approved by the superintendent.

B. Job Description

1. Written, current descriptions

The food service manager must maintain a current job description for each youth position.

2. Copy of description to student

Each youth must receive a copy of a job description when he or she initially reports to work.

C. Visual inspection

The YDC food service manager or designee must visually check the food service youth workers daily when they report to work to be sure they are in proper uniform, including hair restraints.

D. Food service workers' meals**1. Location**

- a) All youth assigned to food service must eat their meals in the dining room.
- b) Beverages must be restricted to the dining room or to the designated break area.

2. Schedules

The food service manager must establish the meal schedules for the youth workers; youth food service workers must not be allowed to eat between meal times.

3. Equality of food

Youth workers must eat the same meal being served to the general population and must not be permitted to prepare special dishes or items for their own consumption, except as part of a food service vocational program.

E. Reporting injuries**1. Minor injuries**

- a) Any student injury in the food services area must be reported on the *Critical Incident Reporting Web Application* on the DCS Intranet or on form CS-0166 *Accident/Incident/Traumatic Injury Report* if the Web Application is inoperable.
- b) The report must be distributed according to instructions outlined in the *Incident Reporting Manual – Part 2* (or on form CS-0166, *Accident/Incident/Traumatic Injury Report* if the Web Application is inoperable).

2. Life-threatening injuries

Life-threatening injuries must be reported as outlined in the [*Incident Reporting Manual – Part 2*](#).

Forms

CS-0166 Accident/Incident/Traumatic Injury Report (maintain on file 3 years and current year) – (For use in the event the *Critical Incident Reporting Web Application* on the DCS Intranet is inoperable.)

Collateral Documents

None

Standards

None